

JOB DESCRIPTION

City of Kerrville, Texas

Effective Date: July 2015

Position Title:

HR Control #: 130-D01 – 130-D03
130-E01 – 130-E03

EMS CREW, EMT-BASIC or PARAMEDIC

Department	Fire	Pay Grade	FD1-1
Division	EMS	FLSA Classification	Non-exempt
Immediate Supervisor	EMS Coordinator	Employment Status	Regular Full-time

Job Summary:

Perform emergency medical services for the community. Respond to emergency calls of injured or sick patients. Provide Inter-facility transfers to and from hospitals, nursing homes or other requested locations while providing medical care as needed. Assist in the maintenance of equipment and facilities and perform minor administrative functions.

Disclaimer: *The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.*

Principle Duties and Responsibilities:

This information is intended to be descriptive of the principle duties and responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

1. Perform emergency medical services by responding to emergency calls, performing basic and advanced life support, providing interfacility transfers to facilities locally and regionally, and performs other duties as necessary to save lives.
2. Perform administrative duties by assisting with medication and supply inventory, and other required administrative functions.
3. Conduct public tours of facilities, provide public education regarding EMS and safety, maintain continuing education and physical training.
4. Perform light building and vehicle maintenance duties.
5. Perform other duties as may be assigned.

Required Knowledge, Skills and Abilities:

- Knowledge of City maps and locations of streets, fire hydrants and response routes.
- Skill and ability to function as a lead worker performing essentially the same work as those directed, and includes training and instructing.
- Ability to react quickly and calmly in emergencies.
- Ability to gain physical strength and agility sufficient to perform prolonged and arduous work under adverse conditions.
- Ability to work an irregular schedule, including weekends, evenings and holidays.
- Ability to maintain regular and predictable attendance.

Machines, Tools, Equipment and Work Aids:

- Emergency medical equipment, 12-Lead Cardiac monitor, Intraosseous drill, medication infusion pump, portable ventilator, Type I ambulance, stretcher, rescue equipment and radio
- Gloves, eye protection, ear protection, and bio-hazardous protective equipment
- Computer and related software, including Electronic Patient Care Reporting Software

Education, Certification and Experience Required:

- Possession of a High School diploma or equivalent.
- Possession of a valid Texas Class C driver's license.
- Possession of a valid and current Texas DSHS certification as EMT-Basic, EMT-Intermediate, or Paramedic.
- Possession of a valid BLS HCP, ACLS, PALS, and Neonatal Resuscitation Provider preferred.

Physical and Environmental Conditions:

Duties are performed in both indoor and outdoor settings. The physical demands and work environment are representative of those that must be met by an employee to successfully perform the principle duties and responsibilities (essential functions) of this position or which the employee will encounter. While performing the duties of this job, the employee is subject to frequent standing, walking, lifting, climbing, reaching, kneeling, crawling, bending over and other intensive physical activity. The employee must have normal vision (corrected), hearing and the ability to communicate effectively. The employee, as an individual, must frequently lift and/or move objects or persons weighing up to one hundred (100) pounds, more with assistance. The employee will work indoors and outdoors during inclement weather conditions, in extreme hot and cold temperatures, in darkness and around dust. The employee is frequently exposed to personal risk while working in dangerous and life threatening situations including performing rescues, hazardous material incidents, electrical hazards and driving or riding in a fire or EMS vehicle at high rates of speed. The employee is exposed to personal risk while working with persons in life-threatening situations, with serious injuries and illnesses, infectious diseases, and under the influence of drugs and alcohol. The noise level of the work environment ranges from generally quiet to loud.

Special Requirements:

Schedule is Shiftwork from 0800-2000 with 2 shifts on duty and 2 shifts off duty – 365 days.

Signature/Approval:

I hereby acknowledge review and understanding of this job description and can perform the duties of this position:

☐ with a reasonable accommodation

☐ without a reasonable accommodation

Printed Name of Employee

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Director

Signature of Department Director

Date